



Local Government Records Commissions

Provide rules for retention and disposal of records
 Review retention schedules and disposal requests submitted by the office
 Provide that proper procedures are followed for scheduling and disposing of records
 Revise retention schedules

County Records Commission [ORC 149.38]	Member of the Board of County Commissioners as chairperson Prosecuting Attorney Auditor Recorder Clerk of Court of Common Pleas	Meet at least once every 6 months	Can hire an archivist or records manager	Shall appoint a secretary who may or may not be a member of the commission
Municipal Records Commission [ORC 149.39]	Chief Executive (or appointed representative) as chairman Chief Fiscal Officer Chief Legal Officer Citizen (appointed by the chairman)	Meet at least once every 6 months	Can hire an archivist or records manager	Shall appoint a secretary who may or may not be a member of the commission
Township Records Commission [ORC 149.42]	Chairman of the Board of Township Trustees Fiscal Officer of the Township	Meet at least once every 12 months		
School District and Educational Service Center Records Commissions (ORC 149.41)	Board President Treasurer Superintendent of Schools	Meet at least once every 12 months		
Public Library Records Commission [ORC 149.411]	Board of Trustees members Fiscal Officer	Meet at least once every 12 months		
Special Taxing District Records Commission [ORC 149.412]	Chair of governing board Fiscal representative from board Legal representative from board	Meet at least once every 12 months		